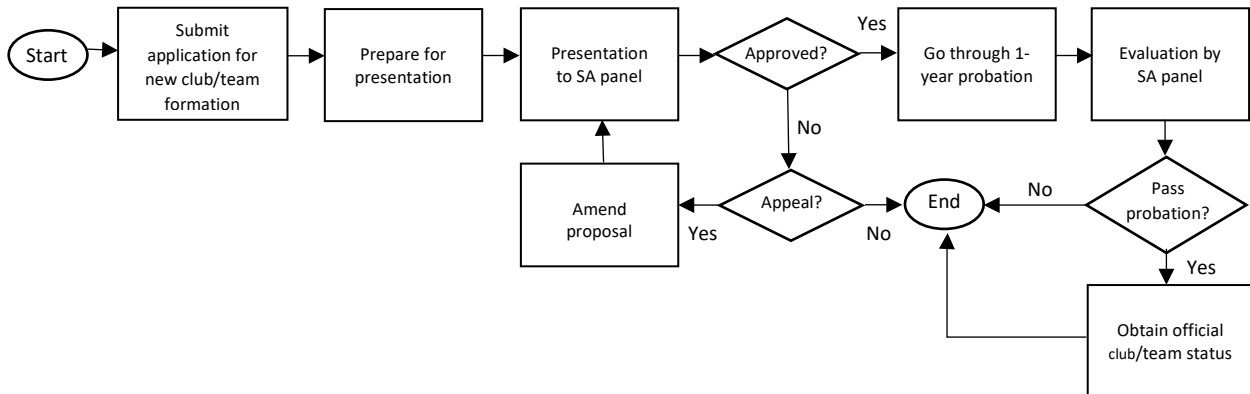


APPLICATION FOR NEW CLUB FORMATION

APPLICATION PROCESS



1. Applicants are to submit the application form and proposal to the Department of Student Development and Alumni Relations (SA) by the first week of Term 2 of each academic year. Late submission will not be entertained eg. If you submit in Term 3, you would have to wait till Term 2 of the next academic year to be evaluated.
2. Applicants will have to prepare for a 15-min presentation to the evaluation panel on the 3rd week of the respective term, date of which will be advised. The panel will comprise SA Director, Domain Manager (Arts, Community Service, Leadership, Sports), Club Management Manager & Secretariat.
3. The club/team formation proposal shall include the following:
 - a. Aims and objectives of the club/team
 - b. Club/team organisation structure
 - c. Club/team office bearer list
 - d. Event calendar for academic year
 - e. Proposed operating budget and sources of funding (eg. events and equipment etc.)
 - f. Safety protocols and risk management measures
 - g. Proposed facilities required
 - h. Recommended coaches with their relevant certification (if applicable)

CRITERIA AND GUIDELINES

4. At least 50 potential club/team members (ratio of 2:2:1 of year 1, 2 and 3 respectively)
5. The club/team members must comprise students across more than 3 schools
6. The nature of the club/team nature must not be similar to any of the existing clubs
7. All proposals are subject to the approval of the SA evaluation panel

OBLIGATIONS

8. Approved probationary clubs/teams have to
 - a. Organise activities/programmes as set out in their proposals as well as provide necessary post-event reports
 - b. Go through a one-year probation before being reviewed for an official status
 - c. Be equipped with at least two first aiders
 - d. Take part in all SA initiated activities (eg. Open House, CCA Carnival, Leadership and CCA Conference, NAPFA etc.)

APPLICATION FOR NEW CLUB FORMATION

Name of proposed club/team:	
Details of Proposer	Details of Seconder
Name :	Name :
Admin no. :	Admin no. :
Year of study :	Year of study :
School :	School :
Contact no. :	Contact no. :
Email :	Email :
Signature :	Signature :
Date :	Date :

LIST OF STUDENTS INTERESTED TO JOIN PROPOSED CLUB/TEAM

(SA will conduct random check)

No.	Name	Admin no.	Year of study	School	Contact no.	Signature
1						
2						
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APPLICATION FOR NEW CLUB FORMATION

No.	Name	Admin no.	Year of study	School	Contact no.	Signature
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APPLICATION FOR NEW CLUB FORMATION

No.	Name	Admin no.	Year of study	School	Contact no.	Signature
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FOR OFFICIAL USE ONLY

Date of presentation:
Comments from evaluation panel:
Decision: Revisions required/ KIV/ Approved/ Not approved
_____ Signature of SA Director
_____ Date
Club/team assigned to: